



**MINUTES
BOARD OF TRUSTEES MEETING
JUNE 16, 2021
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Jimmie Ann McCamic, Chairman; Greg Marquart, Secretary/Treasurer; Anthony Werner, Edward Phillips

BOARD MEMBERS ABSENT: Cheryl Harshman

ALSO PRESENT: Dottie Thomas, Director; Amanda Berisford, Secretary/Bookkeeper; Joselyn King, Intelligencer/Wheeling News-Register staff writer; Elissa Gross, OCPL patron

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:16 p.m.

MINUTES: Mr. Werner motioned to approve the May 19, 2021 board meeting minutes as written. Mr. Phillips seconded.

| | | |
|--------------|--------------|-----|
| VOTE: | Mrs. McCamic | YES |
| | Mr. Marquart | YES |
| | Mr. Werner | YES |
| | Mr. Phillips | YES |

FINANCIAL REPORT:

| | | |
|--|-----------|---------------------|
| WesBanco Operating Account #2 Checking | \$ | 1,793.93 |
| WesBanco Payroll Account Checking | | - |
| WesBanco Capital Money Market Savings | | 163,773.33 |
| WesBanco Operating Money Market Savings | | 716,731.85 |
| Main Street Bank Archive Nonprofit Savings | | 15,118.63 |
| United Bank Operating CD - #2 | | 111,978.18 |
| First Choice America Operating CD - A | | 108,646.85 |
| First Choice America Capital CD - B | | 110,890.75 |
| TOTAL | \$ | 1,228,933.52 |

Revenue received: May 2021

| | | |
|---------------------------|----|------------|
| County Commission | \$ | 174,287.67 |
| Board of Education | | 75,693.67 |
| State Basic Grants-in-aid | | - |
| Fines | | 182.46 |
| Photocopies | | 417.75 |
| Contributions | | 260.41 |

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| | | |
|--|--------------|----------------------|
| Interest Earned | | 80.09 |
| Book Sale | | 56.00 |
| Out of State Patrons | | - |
| Other: Operating Supply CR – 3.00, Insurance CR – 724.69, Miscellaneous CR – 8.55, Adult Prog CR – 400.01, School Order CR – 2993.00 | | 4,129.25 |
| | TOTAL | \$ 255,107.30 |

OPERATING CONTRIBUTIONS

| | | |
|---|--------------|------------------|
| Tim Cogan – Donation | \$ | 100.00 |
| Robert Rine – Donation | | 100.00 |
| Lily Wildey – Donation | | 10.00 |
| Laura Brahler – In memory of Beverley Brahler | | 25.00 |
| Anonymous | | 25.41 |
| | TOTAL | \$ 260.41 |

INVOICES

| | | |
|--|--------------|----------------------|
| May 2021 Operating #2 Account | \$ | 67,265.43 |
| May 2021 Operating #2 ACH WesBanco BillPay | | 33.40 |
| May 2021 Transfer to Payroll | | 42,971.26 |
| May 2021 EFTPS Deposit | | 12,971.64 |
| May 2021 ACH Debit (Retirement) | | 8,430.38 |
| May 2021 EFT (WV State Tax) | | 1,751.00 |
| May 2021 EFT (OH State Tax) | | 334.00 |
| May 2021 Capital Account | | 629.99 |
| | TOTAL | \$ 134,387.10 |

WARRANTS

| | | |
|---|--------------|----------------------|
| May 2021 Operating #2 Account Warrants #31608 - #31656 | \$ | 67,265.43 |
| May 2021 Operating #2 ACH WesBanco BillPay | | 33.40 |
| May 2021 Transfer to Payroll | | 42,971.26 |
| May 2021 EFTPS Deposit | | 12,971.64 |
| May 2021 ACH Debit (Retirement) | | 8,430.38 |
| May 2021 EFT (WV State Tax) | | 1,751.00 |
| May 2021 EFT (OH State Tax) | | 334.00 |
| May 2021 Capital Account Warrant #629 | | 629.99 |
| | TOTAL | \$ 134,387.10 |

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VERIFICATIONS

| | | | |
|--|--------------------|-----------|---------------------|
| Total Operating Balances as of April 2021 | | \$ | 597,197.82 |
| + May 2021 Revenue | | | 255,107.30 |
| -May 2021 Expenditures | | | 134,387.10 |
| | SUBTOTAL | \$ | 717,918.02 |
| United Bank Operating CD - #2 | | | 111,978.18 |
| First Choice America Operating CD - A | | | 108,646.85 |
| First Choice America Operating CD – B | | | 110,890.75 |
| | CD SUBTOTAL | \$ | 331,515.78 |
| Capital Balances as of April 2021 | | | 164,382.34 |
| Archive Fund Balances as of April 2021 | | | 15,117.38 |
| | TOTAL | \$ | 1,228,933.52 |

Ms. Thomas reported that the April 2021 tax revenue from the Ohio County Commission was received in the amount of \$18,487.20. She said that it will be reflected in the June financial report. Mr. Marquart referred to the May Expenditure sheet and noted that the Library’s spending is currently in line with its estimated expenditures for the fiscal year. Mr. Marquart motioned to approve the May Financial Report as presented. Mr. Phillips seconded.

| | | |
|--------------|--------------|-----|
| VOTE: | Mrs. McCamic | YES |
| | Mr. Marquart | YES |
| | Mr. Werner | YES |
| | Mr. Phillips | YES |

PUBLIC INPUT/PRESENTATIONS

Elissa Gross, Wheeling resident and long-time OCPL patron, stated she wished to address the trustees regarding the Ohio County Board of Education’s recent decision to reduce its annual allocation to OCPL. Ms. Gross stated that she was very discouraged by the BOE’s decision and shared that there is a large contingent of library patrons who are also unhappy with the Library’s funding cut. Ms. Gross stated that she was part of the delegation that spoke at the May 24, 2021, OCBOE meeting to have the Library funding fully restored. She shared she would be delighted to speak on behalf of OCPL in the future and wanted to let the trustees know that they are not alone in the effort to have the Library funding fully restored by the Ohio County Board of Education in the future. Mrs. McCamic and Mr. Werner thanked Ms. Gross for her kind words.

ANNOUNCEMENTS

Ms. Thomas said she received a thank you from Sandra Wiseman, the Library Media Specialist at Woodsdale Elementary School, for the materials purchased for the school. She said Ms.

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Wiseman also wished to share how much the Library's support has meant to the school libraries and the students of Ohio County Schools over the past few years.

Ms. Thomas said a thank you was also received from the Warwood School Music Department. Ms. Thomas said they wished to express their gratitude for the purchase of the composer video series and workbook collection as well as for the recent purchase of a portable sound system.

In this month's board packet, Ms. Thomas said she included a copy of a recent article from Publisher's Weekly entitled "Bedrocks of Freedom" by Joann and Kenneth C. Davis. In the article, the authors argue that in order to save democracy, the school libraries must be saved, especially in our current age of disinformation. Ms. Thomas stated that she shared the article with the media specialists at Ohio County Schools.

Diane Rhodes, OCPL's genealogy specialist, compiled a book for the Wheeling Room about Wheeling's jewelry stores from 1856 to 2021. Ms. Thomas said the compilation also includes jewelry stores in Marshall County and Belmont County. It was sent to the bindery for binding and will be cataloged as part of the Wheeling Room collection.

DIRECTOR'S REPORT

Ms. Thomas reported on the following:

Lee Ann Cleary, Children's Specialist, will be participating in Ohio County Schools' Extended School Year program which will be held this year at Ritchie Elementary for the county. A copy of Mrs. Cleary's Extended School Year schedule was included with the handouts distributed prior to the meeting. The program will be held June 22 – July 9. Mrs. Cleary will be reading to seven classes each on Wednesdays and Fridays throughout the program. Due to the recent pandemic, Ms. Thomas said that more students have enrolled in the program this year. Ms. Cleary will be out of the building from 8:45 am until 2:30 pm on those days each week.

The 2021 Summer Reading Program began on Monday, June 7 and the Children's Department began holding its first in-person weekly programs on June 10. Ms. Thomas said Thursday Fun Days will continue to be held throughout the Summer Reading Program and will be held outside in the Library's Eoff Street parking lot, weather permitting. Due to the threat of inclement weather, the first Fun Day was held on the lower level of the Library, with several stations set-up in various meeting rooms to allow for proper social distancing.

Sean Duffy, Adult Programming Coordinator, submitted a request to the trustees to reinstate live, in-person programming at OCPL. Ms. Thomas said Mr. Duffy has been asked numerous times

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by both patrons and presenters when in-person programs would resume. She stated that Mr. Duffy would like to return to in-person programming by August at the latest.

Volunteer Wheeling, formerly Wheeling Heritage Helpers, recently planted flowers around the flagpole at the 16th Street entrance. Ms. Thomas said the Library purchased the materials and the volunteers performed all the work.

Mrs. McCamic noted that a copy of the notice and certificate from Brenda Miller, Circuit Court Clerk, confirming Mr. Werner's reappointment to the Board of Trustees was included in this month's board packet.

OLD BUSINESS

UPDATE ON OCPL'S LIBRARY SERVICES PLAN

Ms. Thomas referred to Mr. Duffy's request to the trustees to resume live, in-person programming at the Library. She said Mr. Duffy would like to begin programs at least by August 3, however, he is also fine with starting as soon as June 22. Ms. Thomas shared that three webcams have been purchased for use in the auditorium to record in-person programs and simultaneously broadcast livestreams for people who prefer to stay at home. She said that it may be difficult to limit the number of patrons attending and asked the trustees if they felt comfortable with reinstating in-person programming at this time. Mr. Werner and Mr. Marquart both expressed the desire for OCPL to be fully open again. Mr. Phillips shared that he recently attended an in-person meeting at Independence Hall. Mr. Marquart said that Towngate Theatre will be hosting an event soon, however, they are limiting attendance to half capacity. Ms. Thomas said she will check with the state guidelines regarding in-person meetings and any restrictions that may still be in place. Joselyn King, Intelligencer/Wheeling News-Register staff writer, shared that Governor Jim Justice will be signing out all the COVID 19 mandates on Sunday, June 20. Ms. Thomas reported that the meeting rooms were recently reopened, however, only small groups have requested to reserve the rooms. She stated that the larger groups have not yet contacted the Library, so it is not necessary to expand OCPL's operating hours until large groups resume meeting at OCPL. She said she will continue to monitor the progress of the situation and will advise the trustees of any needed changes to the Library's services.

LANDSCAPING AND TREE REMOVAL FOR OCPL - UPDATE

Ms. Thomas said LaRoche Tree Service will remove the trees along Eoff Street and in the Japanese Garden on June 20th and 21st. So far, she said, she has not received any quotes to revitalize the Japanese Garden from Top Notch Landscaping or Kreitzer Landscaping. Ms. Thomas stated that Chris Duplaga from Top Notch visited the site and said he would prepare a

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design, however, Kreitzer has not been able to stop by yet to inspect the garden. Ms. Thomas said she contacted Katherine Parsons from Parsons Yard Care Management to perform the annual clean-up of the Library grounds, and they may also be able to provide a quote for the Japanese Garden.

2021-2022 ANNUAL BUDGET

Ms. Thomas said that copies of the proposed 2021-2022 Annual Budget and Budget Explanation Sheet were distributed to the trustees before the meeting. Mrs. McCamic asked Ms. Thomas to explain the differences in revenues and expenditures for the next fiscal year. Ms. Thomas reported that the Ohio County Commission's proposed revenue and expenditure budgets were published in the local newspaper. She said the budgeted amount for the Library is \$915,580, a decrease of \$25,025 from the 2020-2021 budget. Ms. Thomas said the Ohio County Board of Education's 2021-2022 revenue budget has been posted on their website, and OCPL will receive \$589,698 next year, a decrease of \$318,626 from this fiscal year. She stated the Library will receive \$226,403 once again this coming fiscal year in Grants-In-Aid from the West Virginia Library Commission. This is a per capita amount of \$5.09 for Ohio County set by the West Virginia Legislature each year. She said OCPL's per capita allocation would decrease once the new 2020 Census figures are used to calculate Ohio County's per capita allocation. Ms. Thomas stated that the Miscellaneous revenue for the coming fiscal year was calculated based upon the Library's income in those categories to date in the current fiscal year, however, these incomes are significantly less than the approved budget for the current year due to the COVID-19 pandemic. She said this revenue source includes the monies collected for fines, donations, photocopies, out of state library cards, and book sales both from the Lobby Booksale Cart and through the Annual Booksale. She stated the book sale income may increase over the proposed amount if the Library is able to hold its Annual Book Sale. Mr. Marquart said OCPL will have a total loss in revenue of \$361,000 this coming fiscal year. With respect to the Ohio County Board of Education, Mr. Werner said it is hard to figure where the Library stands with its funding in the future. He said the trustees were left with the expectation that the BOE's funding of the Library would eventually be returned to the original allotment of \$0.03 of every \$100 of assessed property value, however, there was no firm commitment or sentiment from the BOE members to discuss the issue with the trustees. Ms. Thomas said that with this year's loss of revenue, only \$871 will be available to be budgeted for the annual Transfer to Capital. She said these funds are needed for any possible capital improvement needs that may arise throughout the year. Ms. Thomas referred to the recent cost of \$2,693.77 to replace the modutrol motor and pilot valve on the boiler and said that the proposed Transfer to Capital will in no way cover all the needed capital expenses for the coming year.

Due to the loss of revenue, Ms. Thomas stated that she adjusted the Library's expenditures as best she could for the proposed 2021-2022 annual budget. She then reviewed the proposed changes for the trustees. Ms. Thomas said that she examined the budget to determine where OCPL may be able to safely make cuts without disrupting too many library services, however, only the personnel, library materials acquisitions, and library activities line items are able to be safely adjusted so these line

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items will suffer the most reductions as the annual costs to maintain the building and equipment cannot be changed. She stated that there are no proposed changes this coming year to salaries or cost of living adjustments. Ms. Thomas said the new premium for Workers Compensation was received and is an increase of \$630 over the current fiscal year. The total annual premium for health insurance was also received and is an increase of \$16,220 from the 2020-2021 budget. The other salary items such as FICA and Medicare, Public Employees Retirement, and Employment Security all remained at the same percentages as the current fiscal year. Ms. Thomas said the amount budgeted for OCPL's retirees' insurance in PEIA and the Contingency line items also remain the same as the current year.

In the area of library materials acquisitions, Ms. Thomas said the proposed budget for books has been lowered by \$30,000 from the 2020-2021 budget. The amount budgeted for periodicals has been decreased by \$2,000. The annual cost to digitize the local newspapers is included in that line item and cannot be reduced further since OCPL is under contract with Advantage Preservation to have that work completed. The proposed amount for Online Resources which includes online databases and subscriptions was decreased by \$20,000 from the current fiscal year. Ms. Thomas explained that the Library will need to eliminate some of the online databases, one of which, Freegal a downloadable music collection, has already been identified. Mr. Werner said that the Library has worked hard to develop its online collections. Mrs. McCamic asked if OCPL will still be able to meet its obligation to WV Deli. Ms. Thomas said the Library will still meet its commitment to the WV Deli Consortium, which is a minimum of \$10,000 annually to this shared downloadable collection. In addition, the amount allotted for DVDs was decreased by \$2,000, and the budget for music CDs has been reduced to \$500. Elissa Gross left the meeting at 4:32 pm. Ms. Thomas stated the Operating Supply line item was reduced by \$2,000, and the Office Supply line item was decreased to \$1000. The amount budgeted for postage was also lowered by \$500 from the current fiscal year. Mr. Phillips noted that there will be a postage rate increase in August. Ms. Thomas said Interlibrary Loan takes the majority of this line item's budgeted amount and although it continues to be quite popular, the Library may be forced to restrict its requests to keep postage costs down. The line item for Rebinding has also been decreased by \$500. She said rebinding of older out-of-print but still needed titles is necessary. Ms. Thomas said the amount budgeted for Technology has been decreased by \$10,000. In order to reduce costs, Ms. Thomas said OCPL has canceled its OhioNet membership in this line item. OhioNet is an Ohio-based consortium for continuing education opportunities. Since OCPL can also receive continuing education through the West Virginia Library Commission, she said the additional opportunities through OhioNet were not absolutely necessary. She said it may still be difficult to absorb this cut in Technology though since it covers the cost for OCLC, a worldwide cataloging and interlibrary loan service; The Learning Corporation, the company that provides OCPL's online card catalog and circulation software; Technology Services Group, the Library's website and technology support company; Accufund, the accounting software; Envisionware, the software for public access computer printing services; and the costs for the Library's website domain. Ms. Thomas said the \$70,000 budget allotment for Technology may be cutting things close.

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Ms. Thomas said OCPL is currently going into its second year of a three-year contract for the Audit, and the exact cost is already known so \$7,000 has been budgeted for this line item. The amount budgeted for Equipment Maintenance has been reduced by \$500. Ms. Thomas said this line item covers the leases for the Pitney-Bowes postage machine and the Xerox copying machine. OCPL has service contracts on its security gates and microfilm machines that are paid annually. The proposed budget for this line item remains the same as the current year. The budget for Vehicle Maintenance has also been reduced by \$1,000. Ms. Thomas said the van used for Outreach Services is a 2006 Toyota Sienna, however, it still has low mileage, and the Honda Fit used for the Children's Specialist to visit local schools and for attendance at library meetings is a 2016 model. She said hopefully \$1,000 will be enough to cover all vehicle maintenance costs this coming year.

Ms. Thomas reviewed the expenditures for the Building Maintenance line item and stated she believes it is safe for one year to reduce the amount budgeted by \$2,000. However, the line item for Janitorial Supplies will remain the same as the current year at \$8,000. Although electric costs were down this year due to the pandemic, the proposed amount for this line item will remain the same as the current fiscal year. Ms. Thomas said there is a proposed rate increase of 3.52% for electricity that may go into effect during this coming fiscal year. She said the City of Wheeling will also be increasing the water rates so that line item was increased by \$1,500 to cover the additional cost. The current fiscal year budgeted \$17,500 for insurance, but the line item was decreased by \$500 since OCPL received the renewals for all its insurance policies and now has the exact figures for the premiums. The proposed budget for Consumer Sales Tax has been decreased to \$500. Ms. Thomas said that costs to date should make this budgeted amount more than sufficient to cover costs in 2021-2022. Ms. Thomas stated the programming and activities line items were also reduced for the next fiscal year. Adult Programming will be reduced to \$19,800, a decrease of \$3,200, and Children's Programming will be decreased to \$6,900, a reduction of \$1,100. Ms. Thomas said she hopes that both budgets will be sufficient to cover the return to in-person programming in the next year. She stated that the amount budgeted for Memberships has been increased by \$200 to accommodate rate increases by the West Virginia Library Association and the American Library Association. Ms. Thomas said memberships in both of these professional organizations must be maintained. The Conference and Travel line item was reduced by half to \$3,000. The amount for Outreach Services has been reduced to \$1,000. The Professional Services line item was decreased by \$5,000 over the current fiscal year. Ms. Thomas said this line item covers any professional hired by the Library for services not related directly to the building or property. It includes the fees paid to McKeen Security for both security guards and substitute cleaning services as well as the accounting firm that handles the year end compilations. Ms. Thomas said the amount budgeted should be sufficient until the Library is able to expand its hours of operation.

With all these outlined adjustments to the proposed budget, Ms. Thomas said there remains only \$871 that will be available to transfer for capital expenditures. She said that unfortunately, there will not be any money for capital improvements this year such as new carpeting and furniture. Mr. Marquart said there are other areas of the Library that were not addressed during the renovation

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project a few years ago that are also in need of improvement. Mrs. McCamic stated that Ms. Thomas did a good job trying to balance the budget. Mr. Marquart noted that it will be a tight budget and hopes that there are no significant cost overruns. Ms. Thomas said that it takes significant funds to keep the building in good repair. Mr. Marquart said that funds from the Capital Account have been used to build the Archives Room and to digitize the microfilm reels of the local newspaper. Ms. Thomas said a copy of a thank you letter sent to the Community Foundation for the Ohio Valley was included with the trustees' handouts for the \$5,000 grant from the Wheeling Automobile Club. She said the grant money was used to digitize the Wheeling Intelligencer from January 1983 through June 1985 that were on microfiche instead of microfilm. With the digitization of these months and years, OCPL will now have the full run of the Wheeling Intelligencer digitized in word searchable format and available online on OCPL's website. Ms. Thomas said the trustees approved the five-year microfilm digitization project as a Capital Expenditure in 2019 and each year it costs \$50,355 from the Library's Capital Account.

Mrs. McCamic asked Ms. Thomas to explain how the decreased revenue will affect the amount allotted from State Grants-In-Aid. Ms. Thomas explained that with the local funding cut from the Board of Education, the state per capita funding of Grants-in-Aid will be reduced to OCPL because the West Virginia Library Commission's Administrative Rule requires that local funds spent each fiscal year must equal or exceed the amount spent over the previous two years. She said that since it is a three-year average, it takes a few years before the cut in state-level funding would occur. The cut would equal the percentage that spending went down. She said the cut is deducted from the per capita Grants-in-Aid funds. Ms. Thomas explained that this spending requirement is entitled Maintenance of Effort and that report must be filed by each public library with the West Virginia Library Commission annually. Ms. Thomas added that another reduction in Grants-In-Aid will come when the 2020 Census figures go into effect. Since Ohio County has dropped approximately 3,000 in population, the per capita allotment to OCPL will drop accordingly. She said at the current per capita rate of \$5.09, the reduction due to falling population should be approximately \$15,000. She said she is not certain how much the additional reduction will be for Maintenance of Effort.

Mrs. McCamic said that the trustees would need to enter Executive Session to discuss the personnel items relating to the proposed annual budget as well as a pending litigation matter. She said this session would be closed to the public. Mrs. McCamic asked if there were any questions about the budget. Ms. King asked how much the Library typically spends on Capital Expenditures each year. Ms. Thomas responded that OCPL usually budgets \$100,000 - \$200,000 each year for capital improvements to the building if the annual revenue allows. Ms. King left the meeting at 5:08pm.

Mr. Werner moved to enter Executive Session at 5:09 p.m. to discuss personnel items pertaining to the proposed 2021-2022 Annual Budget and a pending litigation issue. Mr. Marquart seconded.

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VOTE: Mrs. McCamic YES
Mr. Marquart YES
Mr. Werner YES
Mr. Phillips YES

Mr. Werner moved to exit Executive Session at 5:27 p.m. Mr. Phillips seconded.

VOTE: Mrs. McCamic YES
Mr. Marquart YES
Mr. Werner YES
Mr. Phillips YES

Mr. Phillips motioned to approve the 2021-2022 Annual Budget as proposed. Mr. Marquart seconded.

VOTE: Mrs. McCamic YES
Mr. Marquart YES
Mr. Werner YES
Mr. Phillips YES

There being no further business, Mr. Phillips motioned to adjourn the meeting at 5:29 p.m. Mr. Werner seconded.

VOTE: Mrs. McCamic YES
Mr. Marquart YES
Mr. Werner YES
Mr. Phillips YES

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper